

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 07-137

OPENING DATE: 20 April 2007

CLOSING DATE: 21 May 2007

ANTICIPATED FILL DATE: 24 Jun 07

POSITION TITLE AND NUMBER

Surface Maintenance Specialist
PDCN 70699000, MD # 5020-80

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-J4-SMM, NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 16.18%)

GS-1601-09 \$45,106.00 - \$58,636.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is **STATEWIDE**. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: **announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications.** For more information, call 1-800-621-4136 ext. 6172/6431. **Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 24 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 24 months of specialized experience for GS-09*) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of, and skill in applying, principles, concepts, and methods involving maintenance equipment, facilities, and service operations.
2. Knowledge of the principles, concepts, and methods of maintenance management sufficient to provide advice, assistance, and guidance to shop personnel.
3. Knowledge of the full range of maintenance shop standards, policies, regulations, and methods sufficient to analyze the effectiveness and efficiency of maintenance management, repair, and training; and the need for improving existing practices that impact the overall maintenance program.
4. Knowledge of and ability to oversee maintenance management programs, material readiness programs, cost reduction programs, and maintenance shop practices.
5. Ability to facilitate and/or offer classroom training, as needed.

CONDITIONS OF EMPLOYMENT: 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application.** The recommended applicant **will not** be approved for reassignment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

MILITARY ASSIGNMENT: Assignment to a compatible Officer, Warrant Officer or Enlisted position in the NCARNG is mandatory. (O: 90A, 91A, 92A; WO: 91, 94, 920B; ENL CMF 63/94 MOS: 14J/T, 88L/P, 91A, 92A)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Analyzes and resolves a variety of conventional maintenance management problems to improve existing maintenance operations, production, and practices that impact the overall maintenance program. Analyzes the effectiveness and efficiency of maintenance management, repair, and training; and the need for improving existing practices. Develops goals and plans to ensure maintenance production standards are met. Coordinates with shop leadership to resolve conflicts affecting maintenance production or the shop backlog rate. Assesses impact on the maintenance shop due to new equipment fielding, mission changes, new directives, manpower utilization and authorizations, etc. Works with other organizations to increase the effectiveness of the maintenance program. Establishes methods and procedures to ensure maintenance tasks performed meet or exceed established policies and regulations. Disseminates to the maintenance shops, technical guidance and directions received from the Department of the Army (DA), National Guard Bureau (NGB), the J-4/G-4, or the Surface Maintenance Management Office. Contacts depots or manufacturers to clarify procedures or gain insight regarding better methods of repair or maintenance. Schedules and conducts periodic meetings with shop leadership to disseminate information and standardize procedures. Visits maintenance organizations to assist with technical problems, evaluate shop operations, and determine adequacy of production. May serve as a member of the Command Maintenance Evaluation Team (COMET). Analyzes COMET results, develops action plans to correct problems, and monitors implementation. Monitors the organization's use of automation to properly account for manpower utilization and materials management. Oversees and provides technical guidance regarding Class IX (Class 9) repair parts management; develops policy and procedures; and evaluates and revises, as needed. Coordinates with the USPFO and other installation organizations to resolve problems. Establishes and monitors the shop safety and health program. Provides instruction, investigates accidents, and assures facilities meet established requirements. Oversees the hazardous waste/industrial hygiene program for maintenance shops. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1